



**Tallahassee Chapter of The Institute of Internal Auditors
Board of Governors Meeting Minutes
May 10, 2012
Deloitte Conference Room
Tallahassee, Florida**

In Attendance:

Officers

Ms. Christa Nelson, Vice President
Ms. Linh Trang, Secretary

Board of Governors

Mr. Mike McCloskey
Mr. Frank Funderburk
Ms. Maja Parcinski
Mr. Greg White

The following members were absent: Ms. Deanna Schlaudraff (President), Ms. Sally Moniz (Treasurer), Ms. Deanna Sablan (Vice President of Programs), Ms. Tangie Bishop (Vice President of Training), Mr. Joe Aita (Past President), Ms. Judy Goodman, Ms. Stephanie Dupree, Ms. Valerie Peacock, Mr. Sam Scallan and Ms. Sharon Doredant,

Call to Order

Vice President Nelson called the meeting to order at 11:43am. **There were not enough Board members present for a quorum (these will be unofficial minutes...)**

President's Remarks

President Schlaudraff was not present at the meeting.

Vice President's Report

The election was finalized. Two of the Board members, Mr. Funderburk and Mr. McCloskey, will hold officer positions in the upcoming year. Since Mr. Funderburk has two years, and Mr. McCloskey one, remaining in their three-year term, it was suggested that of those recently elected to the BOG, the individual with the least number of votes will serve the remainder of Mr. McCloskey's term and the one with the second least number of votes will finish Mr. Funderburk's. Secretary Trang will send an email to Ms. Kim Rolfe asking for the election results.

There was discussion regarding certificates of appreciation and free luncheons for the approximately 30 volunteers. Mr. Funderburk will verify if the expense was included in the budget, or if it has to come before the Board for a vote. Mr. Funderburk will also handle the gifts for exiting BOG members.

Secretary's Report

Board meeting minutes from April were approved electronically.

Treasurer's Report

Treasurer Moniz was not present at the meeting.

VP of Programs Report

Vice President of Programs Sablan was not present at the meeting.

Mr. McCloskey will be speaking about financial planning for retirement at the June luncheon.

To increase the number of participants at the luncheons, he suggested that the speaker biographies include some information that would draw interest from the Chapter members – let them know how the presentation would benefit them.

VP of Training Report

Vice President of Training Bishop was not present at the meeting.

Other

There was general discussion about a need for more communication between everyone involved in the Chapter, and a need for more follow-up with potentially interested speakers/trainers.

It would also be beneficial to have advanced notice of training opportunities. Once the survey is sent to members and the type of preferred training is determined, the incoming Vice President of Training should start planning the events. Mr. Funderburk volunteered to contact a Gleim representative for information regarding CIA/CGAP exam prep courses.

There will be a district workshop in Jacksonville on June 16 from 10am – 4pm. Board members are encouraged to participate.

Committee Reports

CAP report sent via email from Mr. McCloskey on May 10, 2012 – see below. Also, since Mr. McCloskey is the incoming Treasurer, there was discussion on having someone else handle the CAP reports.

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Category (minimum requirement)		
Total Service to Members (325):		834.45
Total Service to Profession (200):		175.02
Total Chapter Administration (160):		250.00
Total CAP Points Earned:		1259.47
<i>A chapter must earn the minimum CAP points above to qualify for a performance level.</i>		
<i>Then, 685-bronze, 1,060-silver, 1,560-gold, and chapters reaching gold 10 of 11 years are platinum</i>		

Meeting adjourned at 12:15pm.

Respectfully submitted by,
Linh Trang, Chapter Secretary

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